



Vendor Performance Report

This document should be used to document positive or negative performance by a State Procurement Office contractor and to state whether corrective action is required.

State Procurement Office

100 North 15th Ave

Suite 104

Phoenix, AZ 85007

PART 1

AGENCY REPORT

Agency		Agency Address		
Contact	Telephone	Contact Address		
Vendor		Vendor Contact		
Contract No.	PO Number (attach copy)	Date	Invoice	Date

Describe the performance issue. Be accurate, complete and factual. Use an attachment if necessary.

☐ Reporting incident, no action requested.

☐ Specific action requested:

Signature of Agency Representative

Date

PART 2 - AzSPO ACTION

Date of Action

Action Taken: _____

Procurement Specialist

Date